

**SPECIFICATION FOR BACKGROUND CHECKS**

**NOTE: THIS SPECIFICATION AND ANY ACCOMPANYING BID CAN BE APPEALED.**

**YOUR APPEAL MUST BE SUBMITTED IN WRITING TO THE CITY PURCHASING DIRECTOR FOR ALL BIDS NO LATER THAN FIVE (5) WORKING DAYS PRIOR TO BID OPENING.**

YOUR APPEAL MUST NOT ONLY IDENTIFY THE PROVISION, TERM OR CONDITION THAT IS CAUSING PROBLEMS, BUT ALSO YOUR PROPOSED ALTERNATE POSITION, TERM OR CONDITION AND BE SUPPORTED BY TECHNICAL DATA, TEST RESULTS AND OTHER INFORMATION.

APPEALS RECEIVED LATER THAN FIVE (5) WORKING DAYS PRIOR TO BID OPENING OR WITHOUT SUFFICIENT DETAILS **WILL NOT BE CONSIDERED.**

**NOTICE**

**AN APPEAL FEE (CHECK OR MONEY ORDER) WHICH IS 1% OF THE ESTIMATED DOLLAR VALUE OF THIS CONTRACT IS REQUIRED WITH A BID OR SPECIFICATION APPEAL. THIS FEE IS A PREREQUISITE FOR PURSUING THE APPEAL AND MUST ACCOMPANY THE APPEAL. THE APPEAL FEE WILL BE RETURNED IF THE APPEAL IS UPHELD.**

**CAUTION: A BID THAT DOES NOT FULLY COMPLY WITH ALL OF THE PROVISIONS, TERMS, AND CONDITIONS OF THIS OR ANY ACCOMPANYING SPECIFICATION AND BID, MAY BE DETERMINED AS A COUNTEROFFER AND MAY RESULT IN THE BID BEING REJECTED FOR NON-RESPONSIVENESS.**

I. **GENERAL:** The City of Milwaukee intends to enter into a City Wide Vendor Service Contract with a professional contractor whose expertise includes conducting Basic and Comprehensive background check services. The services will be provided to various City departments for pre-employment, contractor screening, and contractor employee screening purposes via electronic system.

II. **AWARD AUTHORITY:** The City Purchasing Director will be the sole judge of the quality and suitability of the equipment, materials and/or services in its determination of the successful bidder for all bids.

III. **REFERENCES/PROVEN EXPERIENCE:** Contractors bidding on the background check services detailed in this specification and Bid 17148 shall have a minimum of five (5) years of experience, specializing in the background investigation/checking field. All bidders are required to provide information with their bid that will confirm that they have a minimum of five (5) years of experience in the background investigation/checking field. This shall include at a minimum an official document confirming the date the bidder's firm commenced business, the names of five (5) references for which similar work was performed during this five (5) year time period along with the name, telephone number and email address of a person to contact.

**FAILURE TO INCLUDE THE ABOVE INFORMATION WITH THE BID SUBMITTAL  
WILL RESULT IN BID REJECTION.**

**IV. BACKGROUND CHECK DETAILS**

**A. The Basic Background Check shall include:**

- Unlimited Criminal County Search as detailed below:
  - Milwaukee County, Wisconsin, felony & misdemeanor records
  - Waukesha County, Wisconsin, felony & misdemeanor record
  - State of Wisconsin Criminal History obtained from the Wisconsin Circuit Court System and the Milwaukee Municipal Court system.
- Social Security Number Check (SSN Trace)
- State of Wisconsin Driving Record or driving record from the current state of residence.
- Education Verification shall be for the highest level achieved.

For bidding purposes, Education Verification for the basic background checks shall be for a period of seven (7) years from date of high school graduation.

NOTE: User departments, however, reserve the right to increase the number of years for Educational Verification to a period longer than seven (7) years from date of high school graduation. Bidders shall, therefore, include the cost for each additional year of Educational Verification requested and to include that cost in the listing of additional services.

**B. The Comprehensive Background Check shall include:**

- Unlimited Criminal County Search as detailed below:
  - Milwaukee County, Wisconsin, felony & misdemeanor records
  - Waukesha County, Wisconsin, felony & misdemeanor records
  - State of Wisconsin Criminal History obtained from Wisconsin Circuit Court System and the Milwaukee Municipal Court System.
  - Multi-Jurisdictional (National) Criminal Database
  - Federal Criminal/Court Database
- Social Security Number Check (SSN Trace)
- Education Verification shall be for the highest level achieved.
- State of Wisconsin Driving Record or driving record from the current state of residence.
- Education Verification shall be for highest level achieved.
- License/Certification/Registration Verification (if applicable)

**C. The Comprehensive Background Check for Milwaukee Fire Department shall include:**

- Social Security Number (SSN) Validation
- Seven (7) year address history
- Unlimited Criminal County Search for all counties lived in going back seven (7) years including Milwaukee and Waukesha Counties

- Unlimited Federal Districts Searches for all districts lived in going back seven (7) years
- State of Wisconsin Criminal Record Search plus any other state lived in going back seven (7) years
- Seven (7) years Employment History Verification
- Pre-employment Credit Report
- Multi-jurisdictional Criminal Database Search
- Fifty (50) State Sex Offender Search
- Motor Vehicle Record
- FCRA Compliant Social Media Search
- Primary Name Plus any applicable AKA's searched
- Unlimited Civil Searches
- Education Verification shall be for highest level achieved

**ADDITIONAL SERVICES:**

- A Credit Report (upon request)
- Employment History (upon request)
- Military Verification (upon request)

Bidders must also include in an attachment to their bid submittal, a listing of additional services that are available over and above those required for the Basic and Comprehensive background checks. This listing shall also include rates, fees, etc. applicable to each of the additional services.

**FAILURE TO INCLUDE THE ABOVE INFORMATION WITH THE BID SUBMITTAL WILL RESULT IN BID REJECTION.**

**VI. INFORMATION TO BE PROVIDED BY THE CITY**

The City of Milwaukee will provide the successful bidder with the following information for each individual that requires a basic or comprehensive background check:

Full name (Last, middle, first)

Email address

Name of the position individual is being considered for

Individual will provide all other necessary information to the successful bidder via electronic system (Current address, Social Security number, Date of Birth etc).

**VII. BIDDER/CONTRACTOR ACCESS RESTRICTIONS & DATA SECURITY:**

The background checks are to be conducted by companies located within the United States of America and shall not be outsourced and/or reassigned to any third parties, overseas global partners, etc.

The information provided by the City of Milwaukee (Section VI above), and produced in the subsequent background check report, is to be kept strictly confidential. It is not to be provided, sold and/or used by any other entity located within the United States of America, third party, or overseas global partner, etc. in any manner whatsoever, other than the City of Milwaukee.

Bidders are, therefore, required to provide with their bid written details of the steps that they have developed to restrict access and keep confidential the information that is provided by the City of Milwaukee (Section IV above). This shall include but not be limited to details on how this information (both physical and electronic documentation) is utilized, retained, distributed and secured by the bidder during and after the investigative process.

The contractor shall be solely responsible for the security of all data obtained and generated from the beginning of the investigative process through the destruction of all electronic and physical documents.

**FAILURE TO INCLUDE THE ABOVE INFORMATION WITH THE BID WILL RESULT IN BID REJECTION.**

**VIII. SECURITY BREACHES (IMPORTANT)**

Any and all security breaches that involve the information provided by the City of Milwaukee or produced for the City of Milwaukee **MUST** be reported to the user department contact person immediately upon discovery.

**IX. DELIVERY REQUIREMENTS:**

Delivery of the Basic Background Check report to the requesting City of Milwaukee User Department Contact Person is required no later than seven (7) working days after receipt of the request.

Delivery of the Comprehensive Background Check report to the requesting City of Milwaukee User Department Contact Person is required no later than ten (10) working days after receipt of the request.

**X. INVOICING:**

Invoices are to be sent directly to the City of Milwaukee User Department Contact Person that requested the background check.

**NOTE:** The quoted unit prices for the Basic and Comprehensive Background Check packages detailed in Section IV A, B and C of this specification and the quoted unit price for the additional requested services must include all applicable fees.